

TITLE: Deputy Director - Environmental Services

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DEPARTMENT: Environmental ServicesREPORTS TO: Environmental Services Director

SUPERVISES: Supervisory, professional, technical and support personnel associated with the department's transportation engineering, operations and maintenance division, public works construction inspection, development engineering and GIS mapping and technology support functions.

DEFINITION:

Plans, organizes, and directs the operations of the city's transportation engineering design, construction and street/road maintenance sections, public works construction inspection (both public and private development), development engineering and GIS mapping and technology support functions. Assists the director in department administration and serves as a key member of the Director of Environmental Service's management team; may act as department director in the absence of the director.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, organizes and implements the goals, strategies and programs and activities of the division; directs the division's capital improvement program; plans, designs and oversees acquisition, construction and maintenance activities.

Manages and coordinates activities of assigned staff; plans and organizes workload and staff assignments; provides managerial leadership and directs the selection, supervision and evaluation of division staff; ensures adequacy of employee training and development to meet current demands. Provides clear vision and direction to ensure proper employee motivation; conducts or oversees performance evaluations, and initiates and implements disciplinary actions as warranted; resolves grievances and other sensitive personnel matters.

Establishes policies, procedures, work rules, and performance standards to assure the efficient and effective operation of the division and department in compliance with City standards and federal, state, and local laws.

Directs and develops short and long term planning for the division; determines goals and objectives for public works infrastructure and transportation system activities. Develops and reviews master plans; determines priorities for system improvements; develops annually five year budget projections; prepares and administers the assigned section of the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards and progress towards divisional goals. May act as project manager on very large system capital improvement projects.

Performs and reviews engineering and feasibility studies; reviews and approves plans and specifications; prepares correspondence and technical engineering reports; provides engineering planning assistance to other divisions within the department or to other City departments, as well as to other governmental agencies, as required.

Directs the engineering, construction, operations, and maintenance of the city's transportation systems. Develops and oversees the design, construction and inspection of capital improvements for the various public works infrastructure systems.

Oversees the engineering review function for all development applications for compliance with City development standards. Coordinates public facility review.

As a key member of the department's management team, provides input on City operations and communications; directs the integration of assigned functions into overall City goals, objectives, and strategies.

Coordinates all division services with other departments and governmental agencies. Represents the city and department at various committees and commissions, both local and state-wide.

Provides technical support to the City Manager, Mayor, and City Council including the interpretation and application of policy and procedure, developing recommendations regarding infrastructure improvements, and interpretations of legislated changes as they affect assigned functions.

Reviews local, state and federal legislation to determine impact on departmental plans, policies and strategies; prepares and coordinates responses and recommendations as appropriate.

Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but also requires traveling to meetings.

QUALIFICATIONS:

Knowledge of:

- Advanced engineering practices, principles, procedures, regulations, techniques, materials and equipment as they related to public works projects.
- Techniques and practices related to effective citizen involvement and community participation.
- Fiscal management, including budget preparation, expenditure control, and record keeping.
- Effective management and supervisory principles and practices.
- Current and proposed legislation and laws of the local, state, and federal governments that affect the Environmental Services department.

- Engineering project management and contract administration as relates to public works infrastructure construction projects.
- Applicable computer applications and uses related to transportation systems and public works engineering activities.
- Working knowledge of principles of property management.

Ability to:

- Plan, organize and oversee assigned functions including evaluating the work of subordinates.
- Develop departmental goals and objectives and to direct, conduct and implement planning activities.
- Assist the director in Analyzing and evaluating department operations and developing and implementing corrective action to resolve problems.
- Establish and maintain effective working relationships with senior City management, employees, Council members, other agencies, and the general public.
- Communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in, civil engineering, business or public administration, planning or related field and six years of management and/or supervisory experience, with at least three years at the senior management level.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Approved: April 21, 2003

Revised:

Union Code: NR

FLSA Status: EX